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1.9422
A2P942

reserve

: UNITED STATES DEPARTMENT OF AGRICULTURE
: Production and Marketing Administration
: Washington 25, D. C.

: Number 127

March 22, 1948

: PMA PROCEDURE TRANSMITTAL

NOTICES

CONSERVATION OF FUEL OIL, GASOLINE, AND GAS: The Secretary has requested that all personnel of the Department cooperate to the fullest extent possible in carrying out the purposes of the President's Order for conservation of fuel oil, gasoline, and gas. A copy of the Order is attached. Administrative and supervisory personnel are responsible for seeing that the purposes of the Order are carried out in operations under their supervision, and for circulating the copy of the Order to each employee under his supervision. All PMA personnel are urged to cooperate fully with the purposes of the Order at home and in the operation of personally owned automobiles, as well as during their official hours of work. Dist.: (A)(B)

LIQUIDATION OF THE SURPLUS PROPERTY DISPOSAL PROGRAM: The liquidation of the Surplus Property Disposal Program was practically completed by January 31, 1948. Review of the work remaining to be done indicates that all work will be finished by March 31, 1948. The funds to be made available to PMA by the War Assets Administration are based on this cut-off date. All Branch Directors should assure themselves that this program is completed by March 31, 1948.

EMPLOYEES WHO BECOME ILL WHILE IN TRAVEL STATUS: A recent decision of the Comptroller General of the United States provides that as a general rule where an employee is taken ill while in a travel status necessitating his return to headquarters without completing the duty assigned, he is not entitled to reimbursement for the expense of the return trip. The return trip is considered a personal trip and not traveling on official business. An important factor is that by failure of the employee to complete the duties assigned, it is assumed that an additional expense may be placed upon the Government through the necessity of assigning another employee or returning the same employee to complete the task at a later date. In the event an employee is taken ill after he has completed his assignment to the extent that it will not be necessary to replace him, he may be allowed reimbursement for travel not in excess of that which would have been incurred had he returned immediately upon completion of his official duties by the shortest usually travelled route.

NEW RELEASES

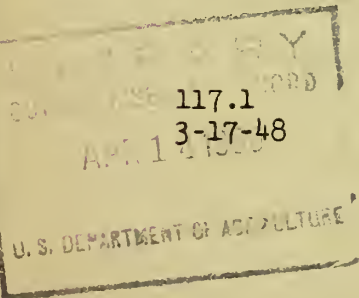
STANDARD ORGANIZATION SYMBOLS: Establishes official identifying symbols for the Office of the Administrator, Offices of the Assistant Administrators and the Controller, branches, and divisions of the Budget and Management Branch; lists exceptions when the symbols are not used; establishes responsibility for designating symbols for new branches or offices. Distribution: (A)(B-Washington only)

APPLICATION FOR PATENTS BY PMA EMPLOYEES: This Instruction outlines the procedure to be followed in routing patent applications and related correspondence within PMA. Distribution: (A) (B)

DISTRIBUTION: (A) (B)

Page 1

303.4
3-17-48



PROCEDURE TRANSMITTAL 127

FORMS MANUAL INSERTIONS

- AD-271
3-8-48 REQUEST FOR PHOTOGRAPHIC SERVICES: "John Doe" copy of the form for the Forms Manual showing proper method of completion for requesting photostatic and photographic work. Instruction 412.2, "Printing and Duplicating - Washington", which covers the use of the form, was released with PT-123. Distribution: (A) (B-Washington only)
- PMA-341a
3-8-48 REQUEST FOR DITTO WORK: "John Doe" copy of the form for the Forms Manual showing proper method of completion for requesting ditto work other than abstracts. Instruction 412.2, "Printing and Duplicating - Washington", which covers the use of the form, was released with PT-123. Distribution: (A) (B-Washington only)
- AD-274
3-8-48 DUPLICATING SHORT ORDER REQUISITION: "John Doe" copy of the form for the Forms Manual showing proper method of completion for requesting mimeograph work direct from a short order station only when the material is urgently needed sooner than it could be obtained through regular requisitioning procedure on Form AD-270. Mimeographing should not be requested from a short order station if the material requires other processes, such as assembling, stapling, and so forth. Instruction 412.2, "Printing and Duplicating - Washington", which covers the use of the form, was released with PT-123. Distribution: (A) (B-Washington only)
- AD-270 and
270-A
3-8-48 REQUEST FOR REPRODUCTION SERVICES AND/OR FORM SPECIFICATIONS: Insertions Numbers 3, 4, 5, and 6 are attached for the Forms Manual. All are "John Doe" copies showing proper completion of the form for requesting various types of printing and duplicated material, as follows;
- Insertion No. 3: For requesting conventional printing.
- Insertion No. 4: For requesting printing of carbon-interleaved (snap-out) forms.
- Insertion No. 5: For requesting duplication of a form.
- Insertion No. 6: For requesting duplication of reports, numbered memorandums, and so forth.
- Instruction 412.2, "Printing and Duplicating - Washington", which covers the use of this form for the purposes outlined above, was released with PT-123. Distribution: (A) (B-Washington only)

PROCEDURE TRANSMITTAL 127

REVISIONS AND CHANGES

134.2
3-12-48

OBJECT CLASSIFICATION: Revised to elaborate and clarify the definition of items included under each object classification, such as local transportation expenses and rental of post office boxes. This instruction is a reference to Branches for use of object classification for budgetary reporting and management analysis. Remove Instruction 134.2 dated 3-13-46 and insert attached. Distribution: (A) (B)

211.1
2-27-48

BASIC AUTHORITIES GOVERNING OFFICIAL TRAVEL: On page 4, line 2, change the number of "PMA Instruction 101." to "PMA Instruction 101.8." Distribution: (A) (B)

441.1
3-3-48

CORRESPONDENCE IN WASHINGTON OFFICES: Establishes signature and approval authorities, policies, and responsibilities incident to correspondence in Washington offices and provides correspondence rules for jacketed and general correspondence. This is a complete revision of the Instruction now in the Manual. REMOVE Instruction 441.1 dated 9-12-46 (partially revised 10-17-46) and substitute the new Instruction and Exhibit A. Paragraphs IV F and V D 1 provide for use of Standard Form 64, "Office Memorandum," for informal correspondence within the Government. Supplies of old letterheads shall be used until exhausted instead of Form SF-64 for memorandums within PMA.

In connection with new requirements for initialing the yellow copy (paragraphs IV B, IV L 1 and 2, V P, and Exhibit A) branches shall obtain rubber stamps for stamping the approval blocks on the yellow tissue by requisitioning them from the AS Division. Distribution: (A) (B-Washington only) Washington Secretaries, Stenographers and Typists

444.1
3-18-48

PENALTY INDICIA AND OTHER POSTAGE REQUIREMENTS - Washington: Page 2, ADD the following sentence to paragraph III A: "For addressing such mail, refer to Instruction 441.1, 'Correspondence in Washington Offices.'" Pages 5 and 6 DELETE all of paragraph VI. The requirements contained therein, with necessary modification, have been incorporated in Instruction 441.1. Distribution: (A) (B-Washington only)

OBSOLETE

The forms listed below have been declared obsolete and existing stocks are to be disposed of in accordance with PMA Instruction 456.1. This list will

PROCEDURE TRANSMITTAL 127

OBSOLETE (Cont'd)

not be numbered as a supplement to the obsolete forms list dated November 24, 1947, but the numbers will be included in the next supplement to, or revision of, the list.

Obsolete Form No.

Stocks to be Destroyed

Title

Superseded By

Commodity Loan Form 4A (FSB)	County Commodity Loan Summary	Commodity Loan 4A (PMA-CCC)
Commodity Loan Form 4B (AAA)	State Commodity Loan Summary	Commodity Loan 4B (PMA-CCC)
Commodity Loan Form 12	County Committee Certificate of Undamaged Commodity (Do Not destroy Commodity Loan 12-Record of Payment and Transmittal of Funds.)	Commodity Loan 7
Commodity Loan Form 23B (AAA)	Report of CCC-Owned Commodities	Commodity Loan 23B (PMA-CCC)
Commodity Loan Form 29	Repayment Record	Commodity Loan 12
CCC Commodity Form L	Notice to Borrower	Commodity Loan 9
CCC Commodity Form M	Notice to County Committee	Commodity Loan 10
CCC Commodity Form N	Letter to Regional Director	Commodity Loan 7
1940 CCC Form E	Contract to Purchase	PMA-97
CCC Grain Form A	Grain Producer's Note	CCC Commodity Form A
CCC Grain Form A (Revised)	Grain Producer's Note	CCC Commodity Form A
CCC Grain Form AA	Grain Chattel Mortgage	CCC Commodity Form AA
CCC Grain Form AA (Revised)	Grain Chattel Mortgage	CCC Commodity Form AA
CCC Grain Form B	Grain Producer's Note and Loan Agreement	CCC Commodity Form B

PROCEDURE TRANSMITTAL 127

OBSOLETE (Cont'd)

<u>Obsolete Form No.</u> <u>Stocks to be Destroyed</u>	<u>Title</u>	<u>Superseded By</u>
CCC Grain Form W	Farm Storage Supplement	CCC Commodity Loan 7
CCC Soybean Draft Form A	Non-Interest Bearing Sight Draft (Signed by George D. Bradley for CCC)	
1943 CCC Soybean Draft Form A	Non-Interest Bearing Sight Draft (Signed by George D. Bradley for CCC)	
FDA-557	Application for Ration Points by Industrial Users of Rationed Foods	CCC-351
CCC-351	Application for Ration Points by Industrial Users of Rationed Foods	
1946 CCC Potato Form AA	Mortgage Supplement	
Form 47-Potato 1	1947 Potato Listing Sheet	FV-380

All forms identified as CCC feed wheat program forms; e.g., CCC Feed Wheat Allocation Form 2 A.

* * *

1. The first part of the report is a general statement of the purpose and scope of the study.

2. The second part is a description of the methods used in the study.

3. The third part is a description of the results of the study.

4. The fourth part is a discussion of the results and their implications.

5. The fifth part is a conclusion and a list of references.

6. The sixth part is a list of references.

7. The seventh part is a list of references.

8. The eighth part is a list of references.

9. The ninth part is a list of references.

10. The tenth part is a list of references.

11. The eleventh part is a list of references.

12. The twelfth part is a list of references.

ORDER FOR CONSERVATION OF FUEL OIL, GASOLINE, AND GAS

TO THE HEADS OF ALL DEPARTMENTS AND INDEPENDENT AGENCIES:

I hereby direct that, effective immediately, each Department and agency of the Government observe and enforce the following rules, applicable to all property and equipment which is owned, operated, or controlled by the Government, and which wherever located uses fuel oil or gasoline, or which uses gas in areas where natural gas is not in abundant supply, except where full and rigid observance would impair or endanger health or safety.

1. Office buildings and other establishments shall not be heated above 68° at the start of work and shall be maintained at this temperature so far as practicable throughout the work-day. After work hours buildings shall not be heated above 60°. The only exception shall be those establishments whose operations require a higher temperature. Buildings without zone control and areas difficult to heat without raising the temperature of the entire building shall be studied to determine the necessary mechanical changes reasonably to meet the objectives stated.

2. Residences and residential quarters shall not be heated above 68° during waking hours or above 60° at other times.

3. No unused or unoccupied space shall be heated above the minimum temperature required to prevent damage thereto.

4. No equipment shall be installed for burning fuel oil or gas or liquefied petroleum gas, and no permanent building or establishment shall be converted to these fuels, without the prior approval of the Bureau of Mines, except where firm commitments for such installations or conversions have already been made.

5. If available funds permit, all buildings should be insulated, weather-stripped, and provided with storm sashes to the maximum practicable extent.

6. Lighting and other uses of electricity shall be kept at the minimum consistent with safety and working efficiency, and no hot water shall be wasted.

7. No vehicle shall be driven farther or more often than necessary, or be driven at a speed of more than 40 miles an hour except in emergency.

8. No vehicle shall use premium grade motor fuel unless specifically designed for and requiring a higher octane fuel than the regular grade.

INFORMATION FOR ALL EMPLOYEES

(PLEASE CIRCULATE)

9. Every means of conserving fuel oil, gasoline, and gas including proper maintenance of heating equipment and motor vehicles, shall be adopted and observed.

The Bureau of Mines, Department of the Interior, will advise, on request, those responsible for the heating of buildings and other establishments on proper methods to save fuel.

The head of each Department and Independent Agency will be responsible for the enforcement and observance of the foregoing rules. In addition, the head of each Department and Agency is directed to urge all employees, contractors, sub-contractors, and others within his jurisdiction to observe the foregoing rules.

HARRY S. TEUMAN

THE WHITE HOUSE,

January 17, 1948

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UNITED STATES DEPARTMENT OF AGRICULTURE
Production and Marketing Administration
Washington 25, D. C.

PMA 117.1

STANDARD ORGANIZATION SYMBOLS

I PURPOSE

This Instruction establishes identifying symbols for the principal organizational units of PMA, including the Office of the Administrator, Offices of the Assistant Administrators and the Controller, branches, and divisions of the Budget and Management (BM) Branch; and establishes responsibility for establishing symbols for new branches and offices.

II WHEN TO USE SYMBOLS

The symbols established by this Instruction shall be used in internal correspondence, PMA Manual and branch instructions, on charts, and for all other identification purposes, except:

A On forms, if a different symbol has been established by Instruction 105.1, "Clearance, Control, and Reproduction of Forms."

B For telephone directory listings in Washington, which are governed by requirements of the Office of Plant and Operations. (See Instruction 445.1, "Telephone Directory Listings - Washington.")

C When the organizational unit is referred to only once in a single communication, instruction, or other writing. (If the unit is referred to more than once, the full name always shall be used at least for the first reference, followed by the symbol in parentheses; for example, "Livestock (LS) Branch." The symbol may be used for subsequent references.)

D Correspondence or reproduced material to be sent outside of the Department, unless frequent reference to the organizational unit makes it advisable to use the symbol following the first reference to the full title of the unit.

III SYMBOLS TO BE USED

A Principal PMA Organizational Units - The symbols shown below are hereby established for the offices indicated for purposes specified in paragraph II. Symbols shall not be used for any new office established at or above the organizational level of branches until an official symbol has been authorized by the BM Branch, which is responsible for establishing official symbols for such offices.

Offices of:

Administrator	ADM
Assistant Administrator for Commodity Credit Corporation	CCC
Assistant Administrator for Marketing	AAM
Assistant Administrator for Production	AAP
Controller	CON

 STANDARD ORGANIZATION SYMBOLS

(III A)

Branches:

Agricultural Conservation Programs	ACP
Audit	AU
Budget and Management	BM
Administrative Services Division	AS
Budget Division	BU
Organization and Management Division	OM
Personnel Division	PE
Compliance and Investigation	CI
Cotton	CN
Dairy	DA
Fats and Oils	FO
Fiscal	FI
Food Distribution Programs	FDP
Fruit and Vegetable	FV
Grain	GR
Information	IF
Livestock	LS
Marketing Facilities	MF
Marketing Research	MR
Poultry	PY
Price Support and Foreign Supply	PS
Shipping and Storage	SS
Sugar	SU
Tobacco	TB

B Organizational Units Within Branches - Branches may establish symbols for their divisions to be used in the legend on file copies of correspondence, or when otherwise desirable. Such symbols shall not be identical to symbols established for higher organizational units in PMA.

C Other Bureaus of the Department - When it is desirable to use the symbol for other bureaus of the Department, the symbols established by the Office of Plant and Operations, as used in the Department Telephone Directory, shall be used.

* * *

APPLICATION FOR PATENTS BY PMA EMPLOYEES

I PURPOSE

The purpose of this Instruction is to outline the procedure to be followed in routing patent applications and related correspondence within PMA. Instruction for applying for patents through Department facilities, responsibilities of the Solicitor's Office in this respect, and other related information are contained in USDA Administrative Regulations, Title 1, Chapter 15, and in "Patent Manual for Employees of the U. S. Department of Agriculture 1944," Miscellaneous Publication No. 551.

II SUBMISSION OF INFORMAL APPLICATION

The inventor shall submit his informal application and related papers to the Director of his branch. The Director shall be responsible (a) for checking the application for completeness, accuracy, and clarity and for compliance with above-named instructions and (b) for preparing a covering transmittal memorandum to the Office of the Solicitor for the signature of the Chief, Administrative Services Division, BM Branch. (See Administrative Regulations, Title I, Chapter 15, Section 1, paragraph 883.c)

III ROUTING OF INFORMAL APPLICATION AND SUBSEQUENT MATERIAL

A. Outgoing Correspondence to the Office of the Solicitor -
The transmittal memorandum, application, and any related correspondence shall be jacketed in the appropriate branch and forwarded by messenger to the Chief, Administrative Services Division for review and signature. After signature, the correspondence shall be forwarded to the Communications Unit, Administrative Services Division, for recording, dating, and mailing, and return of file material to the branch central records unit.

B. Incoming Correspondence from the Office of the Solicitor -
The Communications Unit shall time-stamp, jacket, record and route the incoming correspondence from the Office of the Solicitor to the Chief, Administrative Services Division for transmittal to the appropriate branch. Replies to such correspondence (for signature of the Chief, Administrative Services Division) shall be handled in accordance with III A.

IV CCC FIELD OFFICE AND STATE OFFICE EMPLOYEES

In the case of the employees of the CCC Field Offices or State Offices, applications shall be submitted to the head of their respective offices who will prepare the transmittal memorandum in accordance

APPLICATION FOR PATENTS BY PMA EMPLOYEES

(IV)

with the above outlined procedure and shall forward the memorandum, application and any related material through the appropriate Washington office to the Chief, Administrative Services Division, BM Branch, for review and signature.

V COPIES OF ADMINISTRATOR'S RECORDS

The branch or office preparing the transmittal memorandum or other related correspondence shall make an extra copy on white manifold paper for filing in the Administrator's records, Records Management Section, Administrative Services Division.

* * * *

AD-271 (ORIGINAL)

UNITED STATES DEPARTMENT OF AGRICULTURE

REQUEST FOR PHOTOGRAPHIC SERVICES

P. and D. No.

Leave

Bureau No.

Blank

Bureau Prod. & Mktg. Admin. Division Compliance & Invest. Date August 1, 1947

Title or description Tobacco Case of W. E. & C. C. Stone

Date required August 12, 1947 Charge appropriation Allotment 8-6-31

CONTROL SCHEDULE	Check Hunk	KIND	QUANTITY		SIZE	UNIT COST		TOTAL LABOR COST	TOTAL MATERIAL COST
			EACH	OF		LABOR	MATERIAL		
		Negatives							
		Prints: Under 11 by 14 inches							
		Prints: Over 11 by 14 inches							
		Prints: Portrait							
	X	Photostat Neg.	1	4	8 x 10 $\frac{1}{2}$				
	X	" Pos.	8	4	8 x 10 $\frac{1}{2}$				
		Ozolid							
		Lantern slide: Bound Unbound							
		Develop film: Roll cut							
		Mount { Board Cloth Tissue	Number Sq. ft						

THIS SECTION NOT TO BE USED.

THIS IS PERSON IN ADMINISTRATIVE SERVICES DIVISION FOR PLANT AND OPERATIONS TO CONTACT, DO NOT SUBSTITUTE A BRANCH EMPLOYEE'S NAME.

GRAND
TOTAL

\$

Paper (weight and surface)

For further information call _____ M. A. Hanes

Telephone 4066

ADDITIONAL INFORMATION

4 checks attached - photostat back and front of each check on paper 8 x 10 $\frac{1}{2}$.
Place face of checks on top and back on bottom of paper. Allow 1 $\frac{1}{2}$ " margin at top.
These are official documents and cannot be replaced.

SIGN FIRST CARBON COPY ONLY.

Deliver to Mary B. Lewis

Address Room 2714 South

Signature _____

Title

Completed order received by

Date _____

FORM NO.: AD-271

TITLE: Request for Photographic Services

ACTUAL SIZE: 8" X 10 $\frac{1}{2}$ "

PRINTED: 1 sheet, both sides. (Reverse not to be completed and not shown.)

PREPARATION: By requesting branch or office in an original and five copies.

DISTRIBUTION: Branch retains one copy and submits original and 4 copies to the Administrative Services Division, Budget and Management (BM) Branch, (through Information Branch or Organization & Management Division, BM Branch, if preclearance of the material is required). AS Division retains two copies and sends original and two copies to P2GS Div. Office of P & O.

PROCEDURE COVERING USE: 414.2

DISTRIBUTION: (A) (B, washington only)

3-8-48

Form PMA-341a (7-29-47)		U. S. DEPARTMENT OF AGRICULTURE PRODUCTION AND MARKETING ADMINISTRATION		REQUISITION NO. LEAVE BLANK	
REQUEST FOR DITTO WORK				DATE August 1, 1947	
TITLE OR DESCRIPTION Memo to Branch Directors "Scope of PMA Operations on Greek Turkish Aid Programs"					
NO. PAGES 4	NO. COPIES PER PAGE 100	REQUESTED DELIVERY DATE August 4		DELIVER TO ROOM Hold for messenger	
REQUESTED BY			COMPLETED ORDER RECEIVED BY		
NAME Joseph B. Long	ROOM NO. 249-W	EXTENSION 5173	NAME		DATE
BRANCH P S & F S Branch	DIVISION				
SPECIAL INSTRUCTIONS Call Ext. 5173 as soon as ready					

FORM NO: PMA-341a

TITLE: REQUEST FOR DITTO WORK

ACTUAL SIZE: 5" X 8"

PRINTED: 1 sheet, 1 side.

PREPARATION: By requesting branch or office in an original and one copy.

DISTRIBUTION: Branch retains one copy and sends Original to Administrative Services Division
(through Information Service, if preclearance of the material is required.)

PROCEDURE COVERING USE: 412.2

DISTRIBUTION: (A) (B, Washington only)

3-8-48

AD-274 2/47		UNITED STATES DEPARTMENT OF AGRICULTURE DUPLICATING SHORT ORDER REQUISITION PHOTOGRAPHIC AND DUPLICATING SERVICES				1 August 1, 1947	
3. ORDERING BUREAU Production & Marketing Admin.		4. DIVISION Fats & Oils		5. SECTION LEAVE BLANK		1. BUR. NO. 2. DATE	
6. CHARGE TO (BUREAU) Fats & Oils		7. APPROPRIATION Allotement 8-6-32		8. PROJECT LEAVE BLANK			
9. NO. PLATES STENCILS	10. IMPRESSIONS EACH	11. TOTAL IMPRESSIONS	12. NO. SHEETS	13. RUN (X ONE) ONE SIDE BOTH SIDES		14. MATERIALS KIND SIZE	
3	150	450	300	I		Mimeo	8 x 10½
15. IF ASSEMBLED AND/OR STAPLED, ENTER NO. OF SHEETS			16. ORDERED BY John Doe				PHONE 5355
			17. APPROVED BY (BUREAU REPRESENTATIVE) Mary Brown				
RUN BY (OPERATOR)			STATION NO.	RECEIVED BY		DATE RECEIVED	

COPIES TO BE PREPARED AND SIGNED IN TRIPLICATE. TRIPLICATE WILL BE RETURNED TO BUREAU WITH COMPLETED ORDER.

U. S. GOVERNMENT PRINTING OFFICE 16-53116-1

FORM NUMBER: AD-274

TITLE: SHORT ORDER REQUISITION

ACTUAL SIZE: 5" X 8"

PRINTED: 1 sheet, 1 side.

PREPARATION: By requesting branch in an original and two copies.

DISTRIBUTION: Original and two copies to nearest short order station (through Information Branch, if preclearance of the material is required). (One copy is returned to the branch with the mimeographed material.)

PROCEDURE COVERING USE: 412.2

DISTRIBUTION: (A) (B, Washington only)

3-8-48

FORM AD-270
4-12-46

U. S. DEPARTMENT OF AGRICULTURE

Production and Marketing Administration

(BUREAU)

REQUEST FOR REPRODUCTION SERVICES
AND/OR FORM SPECIFICATIONS

INSTRUCTIONS

Authorized Bureau Officer will submit this form (original and two carbon copies) to Photographic and Duplicating Services Division, P&D; office receiving complete job will receipt original and return. Bureaus may use this form as a printing request internally; Do Not transmit to P&DS for printing. Use, or transcribe to, Form AD-78 and follow procedure prescribed for that form.

8. TITLE OR DESCRIPTION

Station Agent's Daily Running Record

9. FORM NO.

FV-28

1. BUREAU NO.

2. P&D NO.

Leave Blank

3. BRANCH OR OFFICE

Fruit and Vegetable Branch

4. DIVISION

Market News Division

5. DATE THIS REQUEST

August 1, 1947

6. DATE REQUIRED

October 6, 1947

7. CHARGE APPROPRIATION

Allotement 8-6-80

10. THIS IS A (CHECK ONE)

NEW FORM ☐REVISION ☐RERUN ☒

CONTROL SCHEDULE	11. KIND	12. PAGES	13. NUMBER IMPRESSIONS EACH	14. TOTAL NUMBER SHEETS	15. SIZE	UNIT COST		TOTAL LABOR COST	TOTAL MATERIAL COST
						LABOR	MATERIAL		
XX XXX	<input checked="" type="checkbox"/> PRINT	175000	(7000 pads)		10 1/2 x 8	XXX	XXX	XXX	XXX
	MIMEOGRAPH								
	MULTILITH								
	STENCIL CUTTING		NUMBER	SIZE					
	VARITYPE		NUMBER	SIZE					
	ON STENCIL								
	ON COPY								
	ON PLATE								
	MULTILITH PLATE		NUMBER	SIZE					
	ASSEMBLE AND STAPLE		NUMBER	SIZE					
	ADDRESSING (ENVELOPES)		NUMBER	SIZE					
	ADDRESSING (COPY)		NUMBER	SIZE					
	PUNCH		NUMBER	SIZE					
	FOLD		NUMBER	SIZE					
	CUTTING		NUMBER	SIZE					
	GRAPHOTYPE		NUMBER PLATES						
	MAIL, SHIP, DELIVER (CODES OR NAMES AND LOCATIONS IN ITEM 27)								
	POSTAGE REQUIRED: (AMOUNT TO BE INSERTED BY P. AND D. S.)								

THIS SPACE NOT TO BE USED.

IF A SEPARATE SHEET IS USED FOR DISTRIBUTION INSTRUCTIONS, ATTACH A COPY TO ORIGINAL AND EACH COPY OF AD-270.

THIS IS PERSON IN AS DIVISION FOR OFFICE OF INFORMATION TO CONTACT. DO NOT SUBSTITUTE A BRANCH EMPLOYEE'S NAME.

16. STOCK KIND <input checked="" type="checkbox"/> COLOR <input checked="" type="checkbox"/> Leave Blank	17. INK Black	18. TO BE IMPRINTED (CHECK ONE) <input type="checkbox"/> HEAD TO HEAD <input type="checkbox"/> HEAD TO FOOT <input type="checkbox"/> HEAD TO RIGHT <input checked="" type="checkbox"/> ONE SIDE <input type="checkbox"/> HEAD TO LEFT <input type="checkbox"/> ALTERNATE	19. IF PROOFS REQUIRED DELIVER TO J. L. Buntin (NAME) 2511 - S (ROOM)
20. ASSEMBLY AND PRESERIAL NUMBERING (PRINTING ONLY) AS PAGED <input type="checkbox"/> FROM NO. PADS OF 25 PER PAD <input checked="" type="checkbox"/> TO NO. SETS OF <input type="checkbox"/> COLOR OF NUMBERS	21. ENTRIES TO BE MADE BY <input type="checkbox"/> HAND <input checked="" type="checkbox"/> TYPEWRITER	22. PRESENT STOCKS WILL LAST (MONTHS) Five Months	23. IF REVISION, OLD STOCK TO BE <input type="checkbox"/> USED UP <input type="checkbox"/> DESTROYED
24. SPECIAL REMARKS Print 175,000 sheets like sample attached, pads of 25.		25. FORMS MADE OBSOLETE (LIST NUMBERS AND DATES)	
26. FOR FURTHER INFORMATION CALL H. S. McCord 4683 (NAME) (EXT.)			

SIGN FIRST CARBON COPY ONLY.

27. DELIVER, SHIP, OR MAIL QUANTITY REQUESTED TO—(USE SEPARATE SHEET IF NECESSARY)	
CODE AND NUMBER OF NAMES, OR LOCATION	NUMBER COPIES
Atlanta Warehouse	400 P
Chicago Warehouse	1500 P
Dallas Warehouse	1000 P
New York Warehouse	1500 P
San Francisco Warehouse	2000 P
Washington Warehouse	600 P

APPROVAL OF REQUESTING OFFICE		APPROVAL OF FORMS RECORDS	
SIGNATURE	DATE	SIGNATURE	DATE
	8/4/47	Leave Blank	Leave Blank
COMPLETED ORDER RECEIVED BY Leave Blank		DATE Leave Blank	

FORM NO. AD-270 and AD-270A

ACTUAL SIZE: 8" X 10½"

TITLE: REQUEST FOR REPRODUCTION AND/OR FORM SPECIFICATIONS
PRINTED: 1 sheet, both sides. (Reverse not to be completed and not shown.)

PREPARATION: By requesting branch or office in an original on Form AD-270 and (for new or revised forms) 6 copies on Form AD-270-A, or (for material other than forms, or stock replenishment of forms without revision) 5 copies on Form AD-270-A.

DISTRIBUTION: Branch retains one copy and (for new or revised forms) sends original and 5 copies to Organization and Management (OM) Division, Budget and Management (BM) Branch, which retains one unsigned copy and sends original and 4 copies to Administrative Services (AS) Division. (For material other than forms, or stock replenishment of forms without revision, branch sends original and 4 copies to AS Division through Information Branch if clearance is required.) AS Division retains one copy and sends original and two copies to Photographic and Duplicating Services Division, Office of Plant and Operations.

PROCEDURE COVERING USE: 412.2

DISTRIBUTION: (A) (B, Washington only)

3-8-48

FORM AD-270 4-12-44						U. S. DEPARTMENT OF AGRICULTURE Production and Marketing Administration (BUREAU)			1. BUREAU No.		2. PAD No. Leave Blank	
									3. BRANCH OR OFFICE Grain Branch			
									4. DIVISION Seed Marketing Division			
						5. DATE THIS REQUEST August 1, 1947			6. DATE REQUIRED November 17, 1947			
						7. CHARGE APPROPRIATION Allotment 8-6-87						
8. TITLE OR DESCRIPTION Verified Origin Seed Dealer's Report						9. FORM No. GR-124			10. THIS IS A (CHECK ONE) NEW FORM <input type="checkbox"/> REVISION <input checked="" type="checkbox"/> RERUN <input type="checkbox"/>			
CONTROL SCHEDULE		11. KIND		12. PAGES	13. NUMBER IMPRESSIONS EACH	14. TOTAL NUMBER SHEETS	15. SIZE	UNIT COST		TOTAL LABOR COST	TOTAL MATERIAL COST	
XX	XXX	<input checked="" type="checkbox"/>	PRINT	25000	- S (5-part)		8 1/2 x 11	LABOR	MATERIAL	XXX	XXX	XXX
			MIMEOGRAPH									
			MULTILITH									
THIS SECTION NOT TO BE USED												
			STENCIL CUTTING		NUMBER	SIZE						
			ON STENCIL									
			VARITYPE ON COPY		NUMBER	SIZE						
			ON PLATE									
			MULTILITH PLATE		NUMBER	SIZE						
			ASSEMBLE AND STAPLE		NUMBER	SIZE						
			ADDRESSING (ENVELOPES)		NUMBER	SIZE						
			ADDRESSING (COPY)		NUMBER	SIZE						
			PUNCH		NUMBER	SIZE						
			FOLD		NUMBER	SIZE						
			CUTTING		NUMBER	SIZE						
			GRAPHOTYPE		NUMBER PLATES							
MAIL, SHIP, DELIVER (CODES OR NAMES AND LOCATIONS IN ITEM 27)												
POSTAGE REQUIRED: (AMOUNT TO BE INSERTED BY P. AND D. S.)												
Grand Total \$												
16. STOCK		17. INK		18. TO BE IMPRINTED (CHECK ONE) (See 24 below)		IF PROOFS REQUIRED DELIVER TO						
KIND		COLOR		HEAD TO HEAD		HEAD TO FOOT		HEAD TO RIGHT				
Leave Blank		Black		<input type="checkbox"/> HEAD TO HEAD		<input type="checkbox"/> HEAD TO FOOT		<input type="checkbox"/> HEAD TO RIGHT				
				<input type="checkbox"/> ONE SIDE		<input checked="" type="checkbox"/> HEAD TO LEFT		<input type="checkbox"/> ALTERNATE				
20. ASSEMBLY AND PRESERIAL NUMBERING (PRINTING ONLY)												
AS PAGED		FROM No.		A - 10001		21. ENTRIES TO BE MADE BY		E. O. Pollock				
PADS OF		TO No.		A - 35000		<input checked="" type="checkbox"/> HAND <input checked="" type="checkbox"/> TYPEWRITER		(NAME)				
SETS OF		COLOR OF NUMBERS		Red or Black		22. PRESENT STOCKS WILL LAST (MONTHS)		3646 - S		(ROOM)		
						Three Months						
23. IF REVISION, OLD STOCK TO BE												
<input checked="" type="checkbox"/> USED UP <input checked="" type="checkbox"/> DESTROYED												
24. SPECIAL REMARKS												
Sets to be made up as follows: Part 1, white sulphite; face and back, head to left. Parts 2 and 3, pink sulphite; face only. Parts 4 and 5, blue sulphite; face only. Stub at top.												
25. FORMS MADE OBSOLETE (LIST NUMBERS AND DATES)												
FDA-191 (use up) GS -301 (destroy)												
26. FOR FURTHER INFORMATION CALL												
H. S. McCord 4683												
(NAME) (EXT.)												
27. DELIVER, SHIP, OR MAIL QUANTITY REQUESTED TO—(USE SEPARATE SHEET IF NECESSARY)												
CODE AND NUMBER OF NAMES, OR LOCATION				NUMBER COPIES		CODE AND NUMBER OF NAMES, OR LOCATION				NUMBER COPIES		
Atlanta Warehouse				4000		Grain Branch, Room 3082-S				500		
Dallas Warehouse				5000								
New York Warehouse				12500								
Washington Warehouse				3000								
APPROVAL OF REQUESTING OFFICE												
SIGNATURE				DATE		SIGNATURE				DATE		
Leave Blank						Leave Blank				Leave Blank		
COMPLETED ORDER RECEIVED BY												
Leave Blank						Leave Blank						

FORM NO. AD-270 and AD-270A
TITLE: REQUEST FOR REPRODUCTION
AND/OR FORM SPECIFICATIONS

ACTUAL SIZE: 8" X 10½"
PRINTED: 1 sheet, both
sides. (Reverse not to
be completed and not
shown.)

PREPARATION: By requesting branch or office in an original
on Form AD-270 and 6 copies on Form AD-270-A,
except that 5 copies are sufficient for stock
replenishment without revision.

DISTRIBUTION: Branch retains one copy and (if the form is new
or revised) submits original and 5 copies to the
Organization and Management (OM) Division,
Budget and Management (BM) Branch, which retains
one unsigned copy and sends original and 4 copies
to Administrative Services (AS) Division (BM
Branch. For stock replenishment without revision
branch sends original and 5 copies direct to
AS Division. AS Division retains 2 copies and
sends original and 2 copies to Photographic and
Duplicating Services Division, Office of Plant
and Operations.

PROCEDURE COVERING USE: 412.2

DISTRIBUTION: (A) (B, Washington only)
3-8-48

FORM AD-270 U. S. DEPARTMENT OF AGRICULTURE
4-12-46 Production and Marketing Administration
(BUREAU)

REQUEST FOR REPRODUCTION SERVICES
AND/OR FORM SPECIFICATIONS

INSTRUCTIONS

Authorized Bureau Officer will submit this form (original and two carbon copies) to Photographic and Duplicating Services Division, P&O; office receiving complete job will receipt original and return. Bureaus may use this form as a printing request internally; Do Not transmit to P&O for printing. Use, or transcribe to, form AD-78 and follow procedure prescribed for that form.

8. TITLE OR DESCRIPTION

Virginia Cold Storage Holdings

9. FORM NO.

MF-45

1. BUREAU NO.

Leave Blank

3. BRANCH OR OFFICE

Marketing Facilities Branch

4. DIVISION

Cold Storage Unit

5. DATE THIS REQUEST

August 1, 1947

6. DATE REQUIRED

August 21, 1947

7. CHARGE APPROPRIATION

Allotement 8-6-88

10. THIS IS A (CHECK ONE)

NEW FORM ☒REVISION ☐RERUN ☐

CONTROL SCHEDULE	11. KIND	12. PAGES	13. NUMBER IMPRESSIONS EACH	14. TOTAL NUMBER SHEETS	15. SIZE	UNIT COST		TOTAL LABOR COST	TOTAL MATERIAL COST
						LABOR	MATERIAL		
XX	XXX					XXX	XXX	XXX	XXX
	PRINT								
	MIMEOGRAPH								
	<input checked="" type="checkbox"/> MULTILITH	1	100	100	10 1/2 x 15				
	STENCIL CUTTING		NUMBER	SIZE					
	VARITYPE		NUMBER	SIZE					
	<input checked="" type="checkbox"/> MULTILITH PLATE		NUMBER 1	SIZE					
	ASSEMBLE AND STAPLE		NUMBER	SIZE					
	ADDRESSING (ENVELOPES)		NUMBER	SIZE					
	ADDRESSING (COPY)		NUMBER	SIZE					
	PUNCH		NUMBER	SIZE					
	FDLD		NUMBER	SIZE					
	CUTTING		NUMBER	SIZE					
	GRAPHOTYPE		NUMBER PLATES						
	MAIL, SHIP, DELIVER (CODES OR NAMES AND LOCATIONS IN ITEM 27)								
	POSTAGE REQUIRED: (AMOUNT TO BE INSERTED BY P. AND D. S.)								

IF A SEPARATE SHEET IS USED FOR DISTRIBUTION INSTRUCTIONS, ATTACH A COPY TO ORIGINAL AND EACH COPY OF AD-270.

THIS IS PERSON IN AS DIVISION FOR PLANT AND OPERATIONS TO CONTACT. DO NOT SUBSTITUTE A BRANCH EMPLOYEE'S NAME.

16. STOCK		17. INK		18. TO BE IMPRINTED (CHECK ONE)		19. IF PROOFS REQUIRED DELIVER TO	
KIND	COLOR			<input type="checkbox"/> HEAD TO HEAD	<input type="checkbox"/> HEAD TO FOOT	<input type="checkbox"/> HEAD TO RIGHT	
Sulphite	White	Black		<input checked="" type="checkbox"/> ONE SIDE	<input type="checkbox"/> HEAD TO LEFT	<input type="checkbox"/> ALTERNATE	
20. ASSEMBLY AND PRESERIAL NUMBERING (PRINTING ONLY)				21. ENTRIES TO BE MADE BY			
AS PAGED	<input type="checkbox"/>	FRDM NO.		<input type="checkbox"/> HAND	<input type="checkbox"/> TYPEWRITER		
PADS OF	PER PAD <input type="checkbox"/>	TO NO.					
SETS OF	PER SET <input type="checkbox"/>	COLOR OF NUMBERS					
22. SPECIAL REMARKS				23. IF REVISION, OLD STOCK TO BE			
				<input type="checkbox"/> USED UP <input type="checkbox"/> DESTROYED			
				25. FORMS MADE OBSOLETE (LIST NUMBERS AND DATES)			
				26. FOR FURTHER INFORMATION CALL			
				M. A. Hanes 4066			
				(NAME) (EXT.)			

SIGN FIRST CARBON COPY ONLY.

27. DELIVER, SHIP, OR MAIL QUANTITY REQUESTED TO—(USE SEPARATE SHEET IF NECESSARY)

CODE AND NUMBER OF NAMES, OR LOCATION	NUMBER COPIES	CODE AND NUMBER OF NAMES, OR LOCATION	NUMBER COPIES
Room 4592			

APPROVAL OF REQUESTING OFFICE		APPROVAL OF FORMS RECORDS	
SIGNATURE	DATE	SIGNATURE	DATE
	4-4-47		
COMPLETED ORDER RECEIVED BY		DATE	

FORM NO. AD-270 and AD-270A

TITLE: REQUEST FOR REPRODUCTION
AND/OR FORM SPECIFICATIONS

ACTUAL SIZE: 8" X 10½"

PRINTED: 1 sheet, both
sides. (Reverse not to
be completed and not
shown.)

PREPARATION: By requesting branch or office in an original
on Form AD-270 and 6 copies on Form AD-270-A,
except that 5 copies are sufficient for stock
replenishment without revision.

DISTRIBUTION: Branch retains one copy and (if the form is
new or revised) submits original and 5 copies
to the Organization and Management (OM) Divi-
sion, Budget and Management (BM) Branch, which
retains one unsigned copy and sends original
and 4 copies to Administrative Services (AS)
Division BM Branch. For stock replenishment
without revision branch sends original and
5 copies direct to AS Division. AS Division
retains 2 copies and sends original and 2
copies to Photographic and Duplicating Ser-
vices Division, Office of Plant and Opera-
tions.

PROCEDURE COVERING USE: 412.2

DISTRIBUTION:(A) (B, Washington only)

3-8-48

FORM AD-270 U. S. DEPARTMENT OF AGRICULTURE Production & Marketing Administration (BUREAU) REQUEST FOR REPRODUCTION SERVICES AND/OR FORM SPECIFICATIONS				1. BUREAU NO. 2. P&D NO. <div style="border: 1px solid black; padding: 2px; display: inline-block;">Leave Blank</div>	
INSTRUCTIONS Authorized Bureau Officer will submit this form (original and two carbon copies) to Photographic and Duplicating Services Division, P&D; office receiving complete job will receipt original and return. Bureau may use this form as a printing request internally; Do Not transmit to P&D for printing. Use, or transcribe to, form AD-78 and follow procedure prescribed for that form.				3. BRANCH OR OFFICE Marketing Facilities Branch 4. DIVISION Marketing Organ. & Fac. Division 5. DATE THIS REQUEST August 1, 1947 6. DATE REQUIRED August 2, 1947 7. CHARGE APPROPRIATION Allotement 8-6-86	
8. TITLE OR DESCRIPTION Cold Storage Report (August 1, 1947)		9. FORM NO.		10. THIS IS A (CHECK ONE) NEW FORM <input type="checkbox"/> REVISION <input type="checkbox"/> RERUN <input type="checkbox"/>	

CONTROL SCHEDULE	11. KIND	12. PAGES	13. NUMBER IMPRESSIONS EACH	14. TOTAL NUMBER SHEETS	15. SIZE	UNIT COST		TOTAL LABOR COST	TOTAL MATERIAL COST
						LABOR	MATERIAL		
XX XXX	PRINT	<div style="border: 1px solid black; border-radius: 50%; padding: 2px; display: inline-block;">DO NOT USE THIS LINE</div>				XXX	XXX	XXX	XXX
	<input checked="" type="checkbox"/> MIMEOGRAPH	15	3160	25,280	8 x 10 1/2				
	<input checked="" type="checkbox"/> MULTILITH	5	3160	6,320	8 x 10 1/2				
	THIS SPACE NOT TO BE USED.								
	STENCIL CUTTING NUMBER SIZE VARTYPE <input type="checkbox"/> ON STENCIL <input type="checkbox"/> ON COPY <input type="checkbox"/> ON PLATE NUMBER SIZE <input checked="" type="checkbox"/> MULTILITH PLATE NUMBER 5 SIZE <input checked="" type="checkbox"/> ASSEMBLE AND STAPLE NUMBER 31,600 SIZE <input checked="" type="checkbox"/> ADDRESSING (ENVELOPES) NUMBER 2041 SIZE 9 1/2 x 12 ADDRESSING (COPY) NUMBER SIZE PUNCH NUMBER SIZE FOLD NUMBER SIZE CUTTING NUMBER SIZE GRAPHOTYPE NUMBER PLATES								
	<input checked="" type="checkbox"/> MAIL, SHIP, DELIVER (CODES OR NAMES AND LOCATIONS IN ITEM 27) POSTAGE REQUIRED: (AMOUNT TO BE INSERTED BY P. AND D. S.)								

16. STOCK KIND Sulphite and mimeo COLOR White		17. INK Black	18. TO BE IMPRINTED (CHECK ONE) <input checked="" type="checkbox"/> HEAD TO HEAD <input type="checkbox"/> HEAD TO FOOT <input type="checkbox"/> HEAD TO RIGHT <input type="checkbox"/> ONE SIDE <input type="checkbox"/> HEAD TO LEFT <input type="checkbox"/> ALTERNATE	19. IF PROOFS REQUIRED DELIVER TO Harry Merton (NAME) Ext. 4026 <div style="border: 1px solid black; padding: 2px; display: inline-block;">XEROX</div>
20. ASSEMBLY AND PRESERIAL NUMBERING (PRINTING ONLY) AS PAGED <input type="checkbox"/> FROM NO. <input type="checkbox"/> TO NO. <input type="checkbox"/> PADS OF <input type="checkbox"/> PER PAD <input type="checkbox"/> COLOR OF NUMBERS SETS OF <input type="checkbox"/> PER SET <input type="checkbox"/>		21. ENTRIES TO BE MADE BY <input type="checkbox"/> HAND <input type="checkbox"/> TYPEWRITER		22. IF REVISION, OLD STOCK TO BE <input type="checkbox"/> USED UP <input type="checkbox"/> DESTROYED
23. SPECIAL REMARKS Make plates from attached negatives. Stencil for table of contents to be run along with masthead on Neg. No. 807. Neg. No. 802 to be run on bottom of Page 9. Neg. No. 3151 run on bottom of Page 13. Other inserts to be placed as numbered. <div style="border: 1px solid black; border-radius: 50%; padding: 2px; display: inline-block;">SIGN FIRST CARBON COPY ONLY.</div>		24. FORMS MADE OBSOLETE (LIST NUMBERS AND DATES) FOR FURTHER INFORMATION CALL M. A. Hanes 4066 (NAME) (EXT.)		

27. DELIVER, SHIP, OR MAIL QUANTITY REQUESTED TO—(USE SEPARATE SHEET IF NECESSARY)			
CODE AND NUMBER OF NAMES, OR LOCATION	NUMBER COPIES	CODE AND NUMBER OF NAMES, OR LOCATION	NUMBER COPIES
CS	1868	3031	11
IF-FR	22	23	15
IF-PG	37	37	69
IF-FV	19	19	50
		Room 401 Annex	

APPROVAL OF REQUESTING OFFICE SIGNATURE _____ DATE _____		APPROVAL OF FORMS RECORDS SIGNATURE _____ DATE _____	
COMPLETED ORDER RECEIVED BY _____		DATE _____	

10-39772-2

FORM NO.: AD-270 and 270-A

TITLE: REQUEST FOR REPRODUCTION SERVICES AND/OR FORM SPECIFICATIONS

ACTUAL SIZE: 8" X 10 1/2"

PRINTED: 1 sheet, both sides.

(Reverse not to be completed and not shown.)

PREPARATION: By requesting branch or office in an original on Form AD-270 and 5 copies on Form AD-270-A.

DISTRIBUTION: Branch retains one copy and submits original and 4 copies to the AS Division (through Information Branch if preclearance of the material is required.) AS Division retains 2 copies and sends original and 2 copies to the Photographic & Duplicating Services Div., Off. of Plant & Operations.

PROCEDURE COVERING USE: 412.2

DISTRIBUTION: (A)(B, Washington only)

3-8-48

OBJECT CLASSIFICATION

I PURPOSE

The object classification system provides PMA with the uniform budgetary information required for the preparation of budget estimates, for fiscal and budget reports and for management analysis. This instruction sets forth the object classification to be applied by all Branches and Offices of PMA to all obligations, expenditures and refunds incurred under appropriations and funds available to PMA.

II DEFINITION

Object classification is the analysis of obligations and expenditures according to the types of services, articles or other items involved, e.g., personal services, supplies and materials, and equipment, as distinguished from the purposes for which such obligations are incurred.

III AUTHORITY

Pursuant to Section 309 of the Budget and Accounting Act, 1921, the Director of the Bureau of the Budget, is authorized to prescribe a uniform classification of objects of expenditures for use by all agencies of the Government. The object classification currently in effect is contained in part V of Budget-Treasury Regulation No. 1, revised, dated June 1, 1942.

IV DETERMINATION OF QUESTIONABLE ITEMS

Questionable items not listed in this instruction may be referred to the Budget Division, Budget and Management Branch for determination.

V OBJECT CLASSIFICATION

A The following object classes are prescribed for use within PMA:

01. Personal Services
02. Travel
03. Transportation of Things
04. Communication Services
05. Rents and Utility Services
06. Printing and Binding
07. Other Contractual Services
08. Supplies and Materials
09. Equipment

OBJECT CLASSIFICATION

(V A)

- 10. Lands and Structures
- 11. Grants, Subsidies, and Contributions
- 13. Refunds, Awards, and Indemnities

VI DEFINITION OF OBJECT CLASSES

A 01. Personal Services - Includes all salaries and wages for labor or other services of officers or employees, either civil or military, of the Government. This classification also includes compensation for special services rendered by consultants or others employed on a per diem or fee basis, and cash allowances for quarters, heat, light, and other cash emoluments incident to personal services.

1 Full-Time Employment - Includes gross amount of salaries of all employees having appointments on a full-time regular, temporary, or seasonal work basis who are occupying allocated positions. (Personal services of employees detailed from other agencies on a reimburseable basis not to be included under this object class. See 07. Other Contractual Services.)

2 NACC Employment (Non-Allocated Cooperatively Controlled) - Includes gross amount of salaries of all employees occupying non-allocated positions established by cooperative agreement, regardless of the work period basis.

3 Part-Time Employment - Includes gross amount of salaries of all employees having appointments on a part-time work basis who are occupying allocated positions.

4 W. A. E. Employment - Includes gross compensation paid all employees who are hired on a "when actually employed" basis at hourly or per diem rates and are occupying allocated positions.

5 Letter of Authorization Employment - Includes gross compensation paid all employees who are employed under Letter of Authorization appointment for emergency situations. Also includes compensation for casual employment which involves hiring in emergencies without appointment for short intervals of time.

6 Overtime and Holiday Pay - Includes gross amount of overtime and holiday pay paid to all employees regardless of classification. Reimburseable overtime is that overtime paid for which PMA is reimbursed by other Government agencies or the trade, such as commodity inspections performed by the inspection service. Non-reimburseable overtime is that overtime paid the employee by PMA and for which PMA is not reimbursed.

OBJECT CLASSIFICATION

(VI 7)

7 Night Pay Differential - Includes additional compensation paid all employees who perform night work and receive the 10% differential in excess of the basic pay.

8 Pay for Foreign Service - Includes additional compensation paid all employees who perform foreign service duty.

9 Living Quarters Allowance - Includes additional compensation paid all employees for living quarters allowance within the Continental United States.

B 02. Travel - Includes transportation of persons, their subsistence while in an authorized travel status, and other expenses incident to travel away from their official station, which are to be paid by the Government either directly or by reimbursing the traveler.

1 Contractual services rendered in connection with carrying persons from place to place, whether by land, air or water, and the furnishing of accommodations incident to actual travel. This includes commercial transportation charges, charter of passenger cars, trains, vessels, or airplanes, and expenses incident to the operation of the chartered conveyances. It also includes mileage allowances and reimbursement for gasoline and oil used in privately-owned vehicles, and storage and care of privately-owned vehicles. (Gasoline and oil purchased for use in Government-owned passenger-carrying vehicles will be classified as "Supplies and Materials" and therefore will not be included under "Travel".) Also includes charges for local transportation such as street car, subway, and cab fares when in a travel status. (Local transportation charges incurred at official station shall be coded as "07. Other Contractual Services".)

2 Charges for food and lodging, whether on the basis of a reimbursement for actual expenses or a per diem allowance in lieu of subsistence.

3 Charges for other expenses necessitated by travel, such as baggage transfer, steamer chairs, and telephone and telegraph expenses, as authorized by travel regulations. Also includes charges for the travel expense of employees on detail from other agencies when such expenses are paid directly from appropriations and funds of PMA. (When charges for travel expense of employees on detail from other agencies have been paid directly by the detailing agency, the charges to PMA funds which are accomplished on Standard Form 1080 shall be to object class 07.)

OBJECT CLASSIFICATION

(VI)

C 03. Transportation of Things - Includes those charges for the transportation of things (including animals) which are paid or to be paid directly by the Government and not by the vendor, whether such transportation be by land, air, or water. It also includes charges for the care of such things while in process of being transported.

1 Charges by common carrier (bill of lading or contract), including freight and express, demurrage, switching, re-crating, refrigerating, and other incidental expenses; also all expenses incident to transportation of employees' household goods in connection with change of official station (includes packing and crating).

2 Cartage, handling, and other charges incident to local transportation.

3 Contractual services for the transportation of mail by water, rail, air, motor vehicles, etc.

4 Charges for postage stamps purchased for shipment of cotton samples and other items by parcel post.

D 04. Communication Service - Includes the transmission of messages from place to place, such as tolls for land telegraph service, marine cable service, radio and wireless telegraph service, telephone service, postage, and messenger service. It also includes switchboard and service charges and telephone installation costs.

1 Charges for local telephone calls, installation and switchboard service; also long distance toll calls except those reimbursed on travel voucher as incidental travel expenses.

2 Charges for telegraph, cable, radio, and wireless services; also teletype, leased wire, tie lines, and ticker service.

3 Charges for messenger service other than regularly employed personnel.

4 Charges for postage due, air mail, special delivery stamps.

E 05. Rents and Utility Services - Includes charges for rents as well as for heat, light, power, water, gas, electricity, and other utility services exclusive of transportation and communication services.

OBJECT CLASSIFICATION

(VI E)

1 Charges for the right of possession and use of land, structures, or equipment owned by another, the possession of which is to be relinquished at a future time. This includes such items as rental of machine tabulating equipment and post office boxes. This also includes charges under purchase rental agreements. Under such agreements, until the title to the equipment is acquired, expenditures should be classified as rentals. Expenditures subsequent to the acquisition of title should be classified as equipment.

2 Charges for heat, light, power, water, gas, and electricity when billed separately from "rent".

F 06. Printing and Binding - Includes all contractual services for the printing and binding of books, pamphlets, documents, and other publications. Printed forms and letterheads are also included under this group. Also includes charges for the cost of stenographers' notebooks and other blank books requiring printing, binding, or ruling operations for their manufacture, regardless of the source from which purchased. (Charges for the interleaf carbon on multi-copy forms are to be classed as "08. Supplies and Materials".) This object classification is not to be used unless the appropriation from which the funds are derived specifically authorizes expenditures for Printing and Binding.

G 07. Other Contractual Services - Includes all contractual services not otherwise classified.

1 Charges for repairs and alterations to buildings, bridges, viaducts, vessels, equipment, and like items, when done by contract, except those which add materially to the value of such property and therefore may be properly considered as capital improvements.

2 Charges for storage and care of all Government-owned passenger-carrying vehicles.

3 Charges for providing board, lodging, and care of persons, except items of this nature incurred in connection with travel, which are included under "02. Travel".

4 Charges incurred at official station for local transportation expenses such as street car tokens, passes, subway fares, taxicab fare, ferry tickets, etc. (Items of this nature incurred when in official travel status are included under "02. Travel".)

OBJECT CLASSIFICATION

(VI G)

5 Contractual stenographic work, typewriting and duplicating work, such as multigraphing and mimeographing, as well as photographing, developing, and blueprinting.

6 Charges for repair service, including cost of materials and parts when on job basis. Also includes construction cost of bins, racks, shelving, and tables under contract.

7 Charges for miscellaneous items such as rental of water coolers, time clocks, truck with driver within official station. Also includes charges for mineral water, towels, soap, etc., service.

8 Charges for personal service, travel, and other expenses of employees on detail from other agencies under prior written agreement to reimburse the agency from which detailed. (Those charges will be billed on Standard Form 1080 voucher.) Advances to government agencies for rental of space, post office box rent, telephone service or other utility are not to be charged to this object.

9 Advances to other government agencies under memorandum of agreement for performance or fulfillment of a specific project. (These advances are processed in the Washington allotment accounts only.)

10 Charges to appropriations and trust funds for payments to cooperating agencies for services rendered by them under cooperative agreement.

H 08. Supplies and Materials - Includes all commodities which are ordinarily consumed or expended within a comparatively short period of time, converted in the process of construction or manufacture, or form a minor part of equipment or fixed property.

1 Office supplies, other than printed forms and letter-heads. Also includes cleaning and toilet supplies.

2 Charges for gasoline and oil purchased for use in all Government-owned passenger-carrying vehicles.

3 Commodities, including building material, entering into the construction, repair, or production of supplies, equipment, machinery, buildings, and other structures.

OBJECT CLASSIFICATION

(VI)

I 09. Equipment - Includes machinery, implements, tools, furniture and fixtures, livestock (other than that purchased for slaughter), vehicles, and other apparatus, which are adapted to continuing use without material impairment of their physical condition, and which it may be expected will have an extended period of service. Object class 09. should not be used for the CCC administrative fund inasmuch as corporation equipment will be purchased directly out of the capital fund. In the event there is any doubt as to whether an item should be charged to 09, the Administrative Services inventory record should be checked to see if the item is expendable or nonexpendable. If the item is expendable, it is not chargeable to 09.

1 Vehicles including passenger-carrying automobiles, motor-trucks, trailers, tractors, wagons, and carts.

2 Charges for furniture, fittings, and fixtures for camps, such as blankets, cots, stoves, mess equipment, tents, washing and sewing machines, etc.

3 Charges for office furniture such as desks, tables, chairs, typewriters, adding, calculating and bookkeeping machines, desk lamps, rugs, etc.

4 Charges for laboratory equipment such as scientific instruments and appliances, measuring and weighing instruments and accessories, photographic equipment, picture projection equipment, surgical instruments, and X-ray equipment.

J 10. Land and Structures - Includes land and interest in land, buildings and other structures, and permanent improvements and additions when acquired under contracts.

1 Lands and Interest in Lands.

2 Buildings and Other Structures: The acquisition or construction of buildings and structures, and additions and alterations materially adding to the original value when secured under contract.

3 Fixed Equipment: Fixtures and equipment which become permanently attached to or form a part of buildings or structures, such as elevators, plumbing, power plant boilers, fire alarm systems, generators, and air-conditioning and refrigerating systems.

OBJECT CLASSIFICATION

(VI)

K 11. Grants, Subsidies, and Contributions - Includes educational and public welfare grants, Federal contributions to the retirement and disability fund, public assistance grants, and aid to States, Territories, political subdivisions, corporations, associations, and individuals. Gratuities, contributions to international societies, or payments of quotas of expenses of international societies and proceedings or projects; and contributions of the Government fixed by treaty.

1 Payments under Transportation and Subsistence, Health and Medical Care, Contract Guarantees and Section 3 Contracts with State Extension Services programs of the Labor Branch.

2 Payments to states and sponsoring agencies for administration of the School Lunch Program.

L 13. Refunds, Awards, and Indemnities - Includes refunds of the whole or part of amounts previously received by the United States; items for or included in awards by courts of law, boards, or commissions; indemnities made on recommendation of officers of the Government; or indemnities for destruction or injury of persons or property.

1 Repayment of Deposits: Repayments of amounts not subject to demand or claim by the United States for which it has assumed custody. Such items represent the repayment of those monies received in trust for private purposes and over which the Government exercises the responsibility of custodian rather than owner. Includes the repayment of advances (in whole or part) to the cooperating agencies under trust fund agreements. Also includes return of unexpended balances of working or trust funds established by transfers of monies from other Government agencies.

* * *

UNITED STATES DEPARTMENT OF AGRICULTURE
Production and Marketing Administration
Washington 25, D. C.

PMA-441.1

CORRESPONDENCE IN WASHINGTON OFFICES

I GENERAL

This Instruction establishes signature and approval authorities, policies and responsibilities incident to correspondence in Washington offices, and provides rules supplementing the Department "Correspondence Style Manual," (Style Manual) for preparing and clearing correspondence. As used in this Instruction, "correspondence" includes official letters, memorandums, telegrams, licenses, certificates, permits, and any other communications incident to PMA operations or cooperation with other Government agencies and independent establishments, private individuals, or organizations. Employees shall not disclose or discuss information contained in any correspondence with any person or persons except for official purposes.

II SIGNATURE AUTHORITIES

A Administrator's Correspondence - The following types of correspondence shall be prepared for the signature of the Administrator, except when authority to sign has been otherwise specifically delegated. Exceptions would include authorities granted pursuant to the Administrative Procedure Act (Public Law 404, 79th Congress; 60 Statute 238) as published in the Federal Register of September 11, 1946, or as later modified and published in subsequent issues, and any other specific delegations made by the Administrator. Branch directors may request specific delegation of authority if there is a large volume of correspondence with little variation in the subject matter or if for other administrative reasons a delegation of authority appears advisable.

1 All correspondence which pertains to, governs, or affects overall PMA operations.

2 Correspondence which affects more than one PMA activity, if such correspondence (1) establishes new policies or procedures or involves existing policies or procedures, (2) establishes a precedent, (3) contains commitments, interpretations, or authorizations.

3 Memorandums addressed to the Secretary, the Under Secretary, the Assistant Secretary, and members of the Secretary's immediate staff.

4 All correspondence addressed to heads of foreign missions, Congressmen, and persons of like status.

5 Any request to the Solicitor for an opinion, except when the opinion is to be incorporated in a docket or other type of file to be presented to the Administrator. (See II C 4).

CORRESPONDENCE IN WASHINGTON OFFICES

(II A)

6 Correspondence relating to citations and seizures under any regulatory laws administered by PMA.

7 Correspondence relating to suspension orders, suspensions of licenses, withdrawal of services, or notifications that PMA is taking action on charged violations of an act or regulation under an act.

8 Letters of invitation to serve and appointment of members to Industry Advisory Committees.

9 Correspondence granting or denying petitions for relief under food orders, or relating to decisions on appeals from decisions previously rendered.

10 All correspondence which contains a definite or implied program commitment, including correspondence with foreign missions or UNRRA.

B Correspondence Within the Jurisdiction of Staff Officers in the Administrator's Office - Correspondence within the jurisdiction of one of the Assistant Administrators, the Controller, or other members of the Administrator's staff to whom specific areas of jurisdiction have been assigned, shall be signed by the responsible staff officer, if the correspondence establishes or modifies policy, makes commitments, or is similarly broad in nature, except as may be modified by paragraph II A.

C Branch Correspondence - Except as modified by specific delegations of authorities (see II A) branch directors or their delegates are authorized to sign:

1 Correspondence falling within the jurisdiction of staff officers in the Administrator's Office, except as modified below or by paragraph II B. Correspondence falling within the restrictions may be signed by branch directors only when specifically authorized by the responsible staff officer.

2 Correspondence addressed to officials of other Government agencies on a comparable administrative level and nongovernmental establishments or individuals concerning matters relating solely to the operations of their organizational unit, or other matters which do not involve overall policy.

3 Correspondence on commodity procurement matters which does not deal with general policy, refers to operations of only one branch, and is addressed to the corresponding commodity or operations group in the claimant agency, unless such correspondence contains definite or implied program commitments.

CORRESPONDENCE IN WASHINGTON OFFICES

(II C)

4 Requests to the Solicitor for an opinion when the opinion is to be incorporated in a docket or other type of file to be presented to the Administrator. (See II A 5.)

D Delegations of Authority - Officers authorized to sign correspondence within the scope of their responsibilities or approve correspondence by initialing file copies, may redelegate such authority unless redelegation is prohibited by other instructions, by regulation or by law.

III FURNISHING OF LISTS

Correspondence transmitting any lists to persons, organizations, or firms, or refusing lists requested, shall be sent through the Information Branch for approval and further necessary clearance. If requests are received for lists falling in the restricted categories below, the branch or office receiving the request shall secure informal clearance from the Information Branch before any action is taken toward submission of the list or refusal to submit it.

A Lists of Employees - Shall not be furnished to any person, organization, or firm, except on written application showing the purpose for which such lists are to be used and, then, only when the furnishing of such lists is essential to the conduct of PMA operations or is necessary in the public interest. This limitation does not apply to official publications or lists of officials available for public use.

B Lists of Farmers, Business Men, or Firms - Shall not be furnished directly or indirectly to any person, firm, or association, unless the furnishing of such lists is a necessary part of PMA operations. When lists of manufacturers, dealers, breeders, and so forth, are furnished to correspondents, the letter of transmittal should clearly indicate that the inclusion of names does not imply endorsement of certain firms to the possible detriment of others, or that the lists necessarily include all dealers in a certain line.

IV JACKETED CORRESPONDENCE

Requirements applicable to jacketed correspondence only are set forth in this paragraph. Persons responsible for preparing jacketed correspondence shall also refer to paragraph V, "General Correspondence Rules," and paragraph VI, "Correspondence Involving Joint Responsibility in the Department" for requirements which are applicable to jacketed correspondence as well as general correspondence.

A Responsibility for Attaching Jackets - Jacketed correspondence consists of Secretary's correspondence, correspondence requiring reply over the signature of the Administrator or a member of his staff

CORRESPONDENCE IN WASHINGTON OFFICES

(IV A)

and all congressional correspondence. Correspondence to a Congressman's constituent shall be jacketed with the reply to the Congressman. Pink jackets are attached to incoming correspondence addressed to the Secretary and Assistants to the Secretary by the Secretary's Records Section before the correspondence is referred to PMA. It is the responsibility of PMA to attach green jackets to outgoing letters which are in reply to letters addressed to the various officials within PMA or letters that originate in PMA if the signature of the Secretary is required. Blue jackets are put on PMA incoming congressional correspondence by the Communications Unit (Records Management and Reproduction Section, Administrative Services, (AS) Division, Budget and Management Branch (BM)) before it is referred to the responsible branch or office. Branches and staff offices are responsible for putting jackets on all correspondence which is not already jacketed, whether it originates in the Branch or office or is in reply to incoming correspondence, if the correspondence (1) is for the signature of the Secretary (green jacket), (2) is for the signature of the Administrator (blue jacket), or (3) is addressed to a Congressman (blue jacket).

B Approval Authorities and Pertinent Requirements - All officials approving correspondence, including the dictator, shall initial the yellow copy in the appropriate block at the bottom of the page. (See Exhibit A.)

1 Administrator's Correspondence - In addition to other approvals within the branch, the director or an official authorized to approve for him, shall initial in the appropriate block (See Exhibit A) on the YELLOW copy of all correspondence prepared for the signature of the Administrator. Approvals by the Assistant Administrators or other members of the Administrator's staff shall be indicated similarly, if the correspondence involves functions assigned to them. When Administrator's correspondence prepared in one branch is submitted to an official of another branch for approval of specific portions of the letter, he shall initial on the yellow copy in the left margin beside that portion of the text which he approves as well as in the appropriate block at the bottom of the page. The official who refers a communication to another branch or office shall refer it through the Communications Unit, AS Division, in order that proper control can be maintained at all times.'

2 Secretary's Correspondence - The YELLOW copy shall be initialed as set forth in paragraph IV B 1 above. With the specific exceptions made below and any exceptions made later through delegation of approval authority by the Administrator, only the Administrator or Deputy Administrator will initial Secretary's correspondence on the last page of the SALMON copy in the lower right corner. (See page 13 of the Style Manual) Ink or indelible pencil shall be used in initialing the salmon copy.

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(IV B 2)

a Members of the Administrator's staff are authorized to initial the salmon copy for the Administrator when the correspondence pertains to matters solely within their jurisdiction. Correspondence relating to matters under the jurisdiction of more than one such officer shall be initialed by each responsible officer.

b When the correspondence originates in another bureau and is submitted to PMA for clearance, appropriate branch directors, staff officers, or other authorized officials, shall also initial in the lower right corner of the last page of the salmon copy.

C Prompt Reply - Jacketed mail shall be answered within 2 days from its receipt in the branch or office. If lack of information delays a complete reply, the dictator shall acknowledge the correspondence immediately and shall make a complete reply as soon as possible. If the correspondence must be referred to someone else for reply, it shall be forwarded without delay through the Communications Unit, AS Division.

D Control - The Communications Unit, AS Division, shall route, record, timestamp, and jacket all incoming congressional correspondence and shall route, record and time-stamp incoming Secretary's correspondence (pink-jacketed). This Unit shall also record all outgoing correspondence which is jacketed in the branch. (For jacketing requirements, see IV A.) It is the responsibility of the branch or staff office to indicate on the routing slip the name or names of PMA officers to whom outgoing correspondence should be sent by the Communications Unit for review, signature or approval. The preparing branch or office shall route all jacketed correspondence direct to the Communications Unit by branch or office messenger. The Communications Unit shall forward the correspondence for approval to the officer or officers designated on the routing slip. When Secretary's or Administrator's correspondence has cleared from the preparing office through the Communications Unit to the first PMA official designated on the jacket, it shall be sent direct to the next official designated on the jacket, if any, and the office which transmits it shall notify the Communications Unit by telephone of the action taken. When Administrator's correspondence has been signed, it shall be sent to the Communications Unit for dating and mailing. When Secretary's correspondence has been approved it shall be sent direct to Secretary's Records and the office of the approving official shall notify the Communications Unit accordingly.

1 Follow-Up - The Communications Unit is responsible for maintaining a follow-up on all jacketed correspondence. Offices

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(IV D 1)

desiring information on the status of clearance of such correspondence shall direct their inquiries to the Communications Unit.

E Visa - Branch directors, staff officers, and other officials are responsible for conformance with policies governing the subject matter of jacketed correspondence written in their offices. Each such officer shall designate an employee in his branch or office to review all jacketed correspondence after it has received all necessary approvals within the branch or office. The designated employee shall be given authority to return the correspondence to the dictator for correction or rewriting if it does not meet the correspondence standards and requirements established by this Instruction and the Style Manual.

F Stationery - When correspondence is for the signature of the Secretary or a member of his staff, it shall be prepared on Department blue seal letterheads. Correspondence for the signature of the Administrator or a member of his staff shall be prepared on PMA letterheads, except that informal memorandums within the Government may be prepared on Standard Form No. 64, "Office Memorandum." All correspondence to addressees outside of the Government, including congressmen, shall be prepared on appropriate letterhead (PMA or Department blue seal) in letter form.

G Extra Copies - Employees responsible for preparation of correspondence shall also refer to paragraph V O for additional requirements pertaining to extra copies of correspondence.

1 Administrator's Reading File - A blue manifold tissue copy of all jacketed correspondence, including correspondence to a Congressman's constituent, shall be prepared for the Administrator's reading file. The Communications Unit shall detach this copy after the correspondence is signed and forward the accumulation of such copies to the Administrator daily for review by him and members of his staff. The file shall then be sent to Administrator's Files where it will be maintained for reference for a period of 60 days.

2 Congressional Correspondence - At least one copy (not bearing legend) of correspondence addressed to a Congressman shall accompany the original letter. If a letter referred to PMA by a Member of Congress or congressional committee was signed by more than one person or enclosed more than one piece of correspondence, an extra copy of the reply shall be made for each such person to accompany the reply to the Congressman or committee, except that if the number of persons exceeds three, a maximum of three copies shall be furnished. If reply is made by PMA direct to a constituent at the Congressman's request, a copy of the letter, with the original referred letter, shall be sent to the Congressman. (See IV J)

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(IV G)

3 Notifying Affected Offices - A copy of Administrator's correspondence with program implications shall be prepared for each branch director whose functions are affected. Such copies will be sent to the branch director by the Communications Unit after the letter is signed.

H Mention of PMA in Secretary's Correspondence - When it is necessary to mention PMA in Secretary's correspondence to be sent outside of the Department, it should be made clear that the agency is a part of the Department - for example:; "Our Production and Marketing Administration."

I Complimentary Close and Signature - Secretary's correspondence shall be prepared for the signature of the Secretary unless the covering jacket specifies that the correspondence shall be prepared for the signature of a member of his staff. In Secretary's and Administrator's correspondence no name shall be typed in the complimentary closing or after "From" at the top of a memorandum. The title, "Secretary" or "Administrator" shall be indented ten spaces to allow space for insertion of "Acting," "Assistant," and so forth when a member of the respective staffs signs for the Secretary or Administrator. All congressional correspondence which is not for the signature of the Secretary, shall be prepared for the signature of the Administrator. All letters shall have the complimentary closing, "Sincerely yours", except Secretary's correspondence addressed to the President or Members of the Supreme Court which shall have the closing, "Respectfully yours."

J Letters Referred to PMA - Letters referred to PMA by Congressmen shall always be returned to them. (The date of a constituent's letter shall not be mentioned in the reply to the Congressman who referred the letter.) Other referred letters shall also be returned to the addressee, unless such action is clearly unnecessary. If a letter is written in PMA, or other action is taken on a letter referred to PMA, a copy of the referred letter and any attachments shall always be made for official PMA files. When it is evident that copies will be needed, the Communications Unit will make and attach photostatic copies before the correspondence is sent to the responsible office.

K Dating Communications - The Communications Unit shall stamp the date on all Administrator's correspondence after it has been signed and is ready for dispatch. Typists shall not type the date on the original of Administrator's correspondence, or on the original of Secretary's correspondence which is dated by Secretary's Records.

L Assembly of Correspondence - When incoming jacketed correspondence requires writing a letter in addition to the reply to the incoming

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(IV L)

correspondence, the original of such letter, even though already signed at the branch or staff office level, shall accompany the reply to the jacketed correspondence when it is sent to the Secretary or Administrator for signature. Examples of this type of correspondence are letters to constituents written at a congressman's request or letters to field offices to secure information requested by a congressman or other correspondent. Under no circumstances shall correspondence enclosing copies of letters to be signed by the Secretary or the Administrator be mailed until it has been definitely ascertained that the original has been signed. This information can be secured from the Communications Unit. Proper assembly for Secretary's and Administrator's correspondence is shown below.

1 Secretary's Correspondence (Style Manual, page 10):

Pink jacket for replies--green jacket when originated in PMA
Outgoing letter (and extra copies to accompany original, if required)
Enclosures
Envelope (penalty, nonpenalty, or chain, lengthwise, address side up, flush with top left side of paper)
Carbon copies for persons other than the addressee
Envelopes for persons other than addressee (arranged as above)
Salmon copy
Salmon copy of original draft crossed out from corner to corner (If letter has been rewritten)
Two white file copies
Copies of enclosures (if any)
Yellow copy, with copies of any enclosures, incoming letter and attachments stapled to it. (THE YELLOW COPY SHALL BE ASSEMBLED TO EXTEND AN INCH AND A QUARTER BELOW OTHER COPIES OR PAPERS, SO THAT THE APPROVALS AT THE BOTTOM WILL BE READILY VISIBLE.)
Previous correspondence
Green copy
Blue copy for Administrator's reading file

2 Administrator's Correspondence

Blue jacket
Outgoing letter (and extra copies to accompany original, if required)
Enclosures
Envelopes (penalty, nonpenalty, or chain, lengthwise, address side up, flush with top left side of paper)
Carbon copies for persons other than addressee

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(IV L 2)

Envelopes for persons other than addressee (arranged as above)

Yellow copy with copies of any enclosures, incoming letter and attachments stapled to it. (THE YELLOW COPY SHALL BE ASSEMBLED TO EXTEND AN INCH AND A QUARTER BELOW OTHER COPIES OR PAPERS, SO THAT THE APPROVALS AT THE BOTTOM WILL BE READILY VISIBLE.)

Yellow copy of original draft crossed out from corner to corner (if letter has been rewritten in a different organizational unit)

Green copy

Blue copy for Administrator's reading file

V GENERAL CORRESPONDENCE RULES

While the requirements of this paragraph apply to all types of correspondence, including jacketed correspondence, dictators and stenographers preparing jacketed correspondence are referred to paragraph IV, which contains special requirements applicable to jacketed correspondence only. All correspondence must be in accordance with the standards, format, and rules established by the Style Manual and this Instruction. The branch or staff office in which correspondence is prepared is responsible for proper preparation, addressing, review and assembly of the correspondence.

A Approvals - Correspondence shall be cleared by the preparing office with any other offices whose functions or operations are affected. All persons approving any type of correspondence (including the dictator but not including secretaries or correspondence control clerks) shall initial at the bottom of the yellow copy of the correspondence in accordance with Exhibit A. When an approval applies only to a specific portion of the communication, the approving official shall initial the yellow copy in the left margin beside that portion, as well as at the bottom of the last page. For other approval requirements applying to jacketed correspondence only, see paragraph IV B.

1 Legislative Reports - All legislative reports shall be sent by the preparing office to the Budget Division, BM Branch, which is responsible for obtaining all other necessary clearances.

2 Fund or Cost Information - Any correspondence replying to a request from outside of PMA for cost figures for various functions performed in PMA, or regarding funds available, shall be cleared with the Budget Division, BM Branch, to assure conformity with the over-all PMA budget. If time does not permit channeling of the correspondence through the Budget Division, the preparing office shall obtain clearance by telephone and send a copy of the

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reply to the Budget Division. When the Budget Division prepares replies to correspondence of this nature, that Division shall clear with the appropriate branches in a manner similar to that outlined above.

B Style and Tone - Correspondence shall be brief, comprehensive, courteous, and grammatically correct. The text shall be simply and clearly stated and shall conform to ordinary composition standards. The use of the pronoun "I" shall be avoided wherever possible. Argumentative, condescending, and blunt tones must be avoided, and at no time shall correspondence contain either direct or implied criticism of any bureau, agency, independent organization, individual, or program. All inquiries in incoming correspondence should be answered, or, if requested information cannot be furnished, an explanation should be given. Factual information contained in correspondence must be accurate.

C Appearance of Correspondence - PMA and its personnel are constantly judged by the appearance of correspondence. A soiled or smeared letter or memorandum in which corrections are carelessly made gives the reader the impression of an inefficient organization. It is important that correspondence be neat, well spaced, and carefully prepared.

D Stationery - Employees preparing jacketed correspondence shall also refer to paragraph IV F.

1 Within the Government - Except for the most formal correspondence, all correspondence within the Government should be prepared as a memorandum on SF-64. (See Style Manual, pages 8 and 9.) Deviations may be made when considered advisable, except in the case of routine correspondence within PMA and to other bureaus of the Department.

2 Outside the Government - Correspondence with private concerns and individuals outside of the Government shall be prepared on letterhead paper in the letter form prescribed on page 3 of the Style Manual.

3 Telegrams - Priority will be given by Western Union Telegraph Company to full rate and serial messages only upon specific request. Messages requiring preferred handling must have the word, "Priority" affixed immediately preceding the name of the addressee. In other respects, telegrams shall be prepared in accordance with instructions on pages 16 and 17 of the Style Manual, except that only the original and one white carbon shall be submitted to the Department Telegraph Office.

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(V)

E Special Types of Correspondence - For instructions covering foreign and territorial correspondence, dockets, and legislative reports, see pages 13, 14, 20 and 22, respectively, in the Style Manual. The subscript must be typed on foreign and territorial correspondence as prescribed by the Style Manual.

F Prompt Reply - Correspondence which is not jacketed shall be answered within 5 days of its receipt. When lack of information delays a full reply a letter of acknowledgment shall be written immediately, followed by a complete reply as soon as possible. For time limit on jacketed mail, see IV C.

G Letters Referred by PMA - When correspondence must be referred outside of the Department for complete reply, it shall be acknowledged as soon as received with a statement as to the referral being made. The original letter and a copy of the letter of acknowledgment shall be sent to the agency, concern, or person to whom it is referred. When a partial reply is made by PMA and the letter is referred outside of the Department for further reply, the reply made by PMA shall include a statement as to the referral being made and the letter or routing slip making the referral shall indicate that portion of the correspondent's letter which has been answered in PMA. (For procedure to be followed when correspondence is referred within the Department, see paragraph VI.)

H Letters Referred to PMA - Original letters referred to PMA shall be returned to the addressee, unless such action is clearly unnecessary. If a letter is written in PMA, or other action is taken on a letter referred to PMA, a copy of the referred letter shall always be made for record purposes. (Also see paragraph VI.)

I Enclosures - In counting the number of enclosures, each complete item shall be counted as one item regardless of the number of pages involved. When enclosures are valuable documents, a description of them, including any identifying serial number, shall be shown after "Enclosures" at the bottom of the correspondence. (See page 2 of the Style Manual)

J Envelopes - Employees responsible for preparing mail are referred to Instruction 444.1, "Penalty Indicia and Other Postage Requirements - Washington," for proper use of penalty indicia envelopes and requirements for special notations on envelopes under certain circumstances, and to paragraph V K below.

K Official Mail and Messenger Service - When correspondence is to be transmitted to other Federal departments, bureaus, agencies or other offices of the Government, including the Senate and House of Representatives, it shall be transmitted by Official Mail and Messenger

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(V K)

Service which is postage free, provided such office is located in the District of Columbia within a radius of 3.5 miles from the southwest end of the Arlington Memorial Bridge. Penalty indicia envelopes, labels, wrappers, cards, and other articles bearing the penalty indicia shall not be used for this type of mail. United States Government Message Envelopes, Standard Form No. 65 (Revised 1-46) or any type non-penalty envelope may be utilized. The appropriate "run and stop" number of the addressee shall be indicated two spaces above the addressee's name on the envelope, as shown below:

SF-65

1 For Senate: RUN 18 STOP 301

2 For House of
Representatives: RUN 18 STOP 304

3 Branch mail rooms shall maintain a current list of "run and stop" numbers of other Federal departments, bureaus, agencies, or other Government offices, and furnish appropriate "run and stop" numbers to employees in their branch or office.

For congressional mail only, the return "run and stop" number of the Department shall be typed immediately beneath the PMA letterhead or the Department blue seal letterhead (Secretary's correspondence), as follows:

RUN 4 STOP 209

L Date - The date shall not be typed on jacketed correspondence. (See IV K.) Branches and staff offices may make administrative determination as to whether the date shall be typed on other correspondence or date-stamped in the branch or office immediately before it is dispatched. If the date is typed on correspondence, it shall be dated the next work day when prepared after 2:30 p.m.

M Complimentary Close and Title - Letters for the signature of a branch director shall have the title "Director" typed five spaces below the complimentary close and indented 10 spaces so that "Assistant" or "Acting" may be stamped in as appropriate. No specific name should be typed in either the complimentary closing of a letter or after "From:" in a memorandum.

N File Copies - On jacketed correspondence, the Communications Unit, AS Division, will pull the file copies from the outgoing communication and send them to the appropriate file room. In all other cases, it is the responsibility of branches to establish internal procedure which will assure removal of file copies after the communication is signed and routing of the file copies to the branch files.

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(V N)

1 Number of Copies - Two carbon copies - one yellow (subject file) and one green (alphabetical file) - of all correspondence, including telegrams, must be prepared for filing in the branch or staff office central file. These are in addition to those indicated in the Style Manual. All incoming correspondence and related material shall be attached to the yellow file copy.

2 Retaining File Material - File material shall not be retained in the organizational unit which developed the material except as part of a case file or a current working file which is essential to daily operations, or when for other reasons, it is imperative to retain the material. When the yellow file copies of correspondence and supporting data are retained as authorized above, the person retaining it shall make a notation in the upper right corner of the green copy that the material is being retained and indicate the organizational unit or officer retaining it. The green copy of the correspondence must not be retained. Files requested from the branch central files must be returned to the files within a reasonable time. No material shall be removed from such files.

3 Legend on File Copies - The legend on file copies shall be typed as set forth on page 2 in the Style Manual. All correspondence must be identified by placing "PMA" and the name of the branch (or branch symbol) on all file copies immediately above the name of the dictator and the stenographer's initials.

0 Extra Copies - The requirements below apply to jacketed correspondence as well as general correspondence. For additional requirements for extra copies on jacketed correspondence, see IV G. All extra copies of correspondence (not including file copies and the blue copy for the Administrator) shall be prepared on white manifold tissue. Dictators shall be responsible for determining whether or not extra copies of correspondence are needed for persons in PMA, or organizations or individuals outside of PMA, except in the following mandatory cases.

1 Employee's Personnel Record - Copies of correspondence concerning a Washington employee's personnel record shall be sent through the employee's supervising official to the Personnel (PE) Division, BM Branch, for inclusion in the employee's personnel file. Examples of such correspondence are letters dealing with qualifications, recruitment, classification, quality of work, employment status, change of name, residence, headquarters, and so forth.

2 Referrals Within the Department - (See paragraph VI.)

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(V G)

3 Copies Distributed in PMA - Correspondence within PMA shall show the names of other individuals in PMA to receive copies of the correspondence, together with their organizational unit, on the original of the memorandum, on the extra copies going to such persons, and on the file copies. These names shall be shown four spaces below the body of the memorandum flush with the left margin. When copies are sent to more than one person, the name of the person to receive each copy shall be checked for distribution purposes. These copies shall also show the legend required on file copies.

4 Copies Sent Outside of PMA - These copies shall not show the dictator's name, typist's initials, date, or other identification required at the bottom of file copies, or the names of PMA employees to receive copies of the correspondence. Correspondence enclosing copies of letters to be signed either by the Secretary or the Administrator shall not be mailed until it is definitely ascertained that the original has been signed.

P Assembly of Correspondence - For assembly of jacketed correspondence see IV L. Assembly for all other correspondence is shown below:

Outgoing letter

Enclosures

Envelope, if required (penalty, nonpenalty, or chain as the case may be)

Carbon copies for persons other than addressee

Envelopes for persons other than addressee, if required

Yellow copy with copies of any enclosures, incoming letter and attachments stapled to it. (THE YELLOW COPY SHALL BE ASSEMBLED TO EXTEND AN INCH AND A QUARTER BELOW OTHER COPIES OR PAPERS, SO THAT THE APPROVALS AT THE BOTTOM WILL BE VISIBLE.)

VI CORRESPONDENCE INVOLVING JOINT RESPONSIBILITY IN THE DEPARTMENT

Dictators shall answer all questions in incoming letters which are clearly within their functional jurisdiction and, if necessary, refer the correspondence for further attention. Care shall be exercised to avoid making any determinations which are the responsibility of other bureaus, agencies or PMA offices. (See paragraph V G for procedure to be followed in referring a letter outside of the Department.)

A Letters Referred to Other Bureaus - A request for information concerning the technical work or administrative policies of other bureaus of the Department, as well as of PMA, shall be answered insofar as PMA activities are concerned, with a statement indicating the other bureau or bureaus to which the letter is being referred for further reply. In referring the letter the original or a copy of the correspondent's inquiry,

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(VI A)

together with a copy of the reply made in PMA, shall be given to each other bureau concerned, in order that the bureaus to which reference is made may be informed of the action already taken. When the matter to be dealt with by the other bureau is of minor character the necessary information may be secured from the other bureau by telephone or in such other informal way as will expedite reply to the correspondent, except when the other bureau indicates a preference to reply to that portion of the letter for which they have responsibility.

B Letters Referred Within PMA - Except when another office is responsible for a major portion of the reply and should have been the first recipient of the letter, incoming correspondence involving the activities of more than one branch or staff office in PMA will be answered by the first office receiving the letter, in collaboration with all offices concerned. If information required of the first office will take time to accumulate or develop, such office shall refer the communication to any other office which has the information required from them readily available. The office which makes the partial reply under these circumstances shall include an explanation for the delay in furnishing any information requested and not furnished and send a copy of the letter to the office responsible for furnishing the correspondent with the additional information when it is available.

VII RESPONSIBILITIES OF THE MAIL ROOM ON INCOMING CORRESPONDENCE

A Carding - The following types of incoming mail shall be carded:

- 1 All special delivery, registered, or insured mail.
- 2 Unjacketed correspondence referred to and charged to PMA by Secretary's Records.
- 3 Correspondence referred to PMA by another Government bureau or Agency.
- 4 Correspondence not originally carded which is later referred outside of the Administration for reply.
- 5 Correspondence addressed to the Administrator or a member of his staff and the Director of the BM Branch.

B Routing - The mail room shall route correspondence direct to the appropriate branch mail room or Administrator's staff office if the subject matter is readily determined to fall within the jurisdiction of the branch or staff office. If the functions of more than one branch are involved, the correspondence shall be sent to the Assistant Administrator or other staff officers who are responsible for the functions.

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C Obtaining Receipts - The mail room shall secure from the receiving organizational unit a receipt for delivery of letters to which cash, checks, or negotiable instruments are attached and maintain a file of such receipts.

* * *

Dictator's
initials

PMA:BM
WLSilver:VI
8-25-44
W.R.S.

Type name of officer
approving for the branch
or office. For jacketed
correspondence, branch
directors, staff officers
or their delegates, must
approve the correspondence.

Initials of officer
approving for the
branch or office.

OFFICE SYMBOL	1	FV	2	SS	3	4	5
Approving Officer	John Doe		George Roe				
Internal Office Coordination	J.R.	M.C.	C.E.	K.C.			
	M.N.						

Initials of any other
approving officials in
the branch or office.

